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ABSTRACT

This handbook provides local educational agencies with the necessary information and instructions for participation in Part B of Title IV of the Elementary and Secondary Education Act (ESEA), which authorizes assistance for the purpose of acquiring school library resources and printed instructional materials to be used by children and teachers in public and nonpublic schools, and for the acquisition of equipment and materials suitable for instructional use in academic subjects. An application for funds under Title IV B is included with instructions for its completion. A program overview describes recent changes in the ESEA program, the allocation formula, an allocation notice, agencies receiving allocations, consortium projects, use of Title IV B funds, applying for those funds, planning, maintenance of effort, participation of nonpublic school children, selection of library resources, eligible and ineligible expenditures, monitoring and evaluation, the administration of acquisitions, and fiscal guidelines. (FM)

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PLANNING GUIDE
ESEA IV

ED184539

PART B

LIBRARIES AND LEARNING RESOURCES

1979-80

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PREFACE

P.L. 95-561, the Education Amendments of 1978, made substantive changes in Title IV of the Elementary and Secondary Education Act.

This Planning Guide should be reviewed carefully to determine the changes, and to insure appropriate planning and application procedures. At the time the Guide was prepared, Federal regulations had not been finally adopted. Administrative memoranda will be sent to chief school officers if final Federal regulations vary from those proposed.

Part B of Title IV, Instructional Materials and School Library Resources Activities, provides assistance to local educational agencies for the purpose of:

1. The acquisition of school library resources, textbooks, and other printed and published instructional materials for the use of children and teachers in public and nonpublic elementary and secondary schools which shall be used for instructional purposes only; and

2. ... the acquisition of instructional equipment and materials suitable for use in providing instruction in academic subjects for use by children and teachers in elementary and secondary schools which shall be used for instructional purposes only.

Part D, Guidance, Counseling, and Testing Program, provides assistance for:

1. State leadership and supervisory services for the fields of guidance, counseling, and testing; and

2. Comprehensive guidance, counseling, and testing programs in elementary and secondary schools throughout the State.

Because no funds were appropriated for Part D for Fiscal Year 1980, programs of guidance, counseling and testing will be administered and funded under Part B at the option of local educational agencies for one year only. All guidance, counseling and testing programs funded under Part B must terminate o later than September 30, 1980.

This Planning Guide provides local educational agencies with the necessary information and instructions for participation in Part B of ESEA Title IV. The Part B application cannot be completed correctly without reference to the Planning Guide. The application is found between pages 14 and 15 in this Guide. Instructions for completing the application are not repeated on the form. Failure to refer especially to the chapter "How To Complete The ESEA IV B Application" will delay the

release of funds to the district.

School personnel are encouraged to contact the Bureau of School Libraries, Room 676, New York State Education Department, Albany, New York 12234, telephone 518-474-2468 on all aspects of ESEA IV, Part B. Staff members listed below are available to help you.

Robert Barron	518-474-7890
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For fiscal aspects:

Gregory Illenberg
Division of Educational Finance
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99 Washington Avenue
Albany, New York 12230
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For program development assistance in the various curriculum areas, contact the appropriate State Education Department unit.

Bureau or Unit	Room	Telephone Number Area Code 518
Agricultural Education	1623 TT	474-3947
Art Education	685 EBA	474-5932
Bilingual Education	304 EB	474-8775
Business Education	1615 TT	474-4802
Distributive Education	1615 TT	474-5647
Drug Education	228 ELK	474-1492
Educational Communications	325 EB	474-5825
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Health Education	233 ELK	474-1491
Health Occupations Education	1621 TT	474-1711
Home Economics Education	1621 TT	474-3954
Humanities Education	679 EBA	474-7810
Industrial Arts	1619 TT	474-8023
Mathematics Education	306 EB	474-5931
Music Education	681 EBA	474-5933
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School Libraries	676 EBA	474-2468
Science Education	302 EB	474-7746
Social Studies Education	322 EB	474-5978
Trade and Technical Education	1621 TT	474-3973

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The following dates will apply for Fiscal Year 1979-80:

Application Deadline	January 15, 1980 (Applications received by the Bureau of School Libraries after this date will not be reviewed)
Encumbrances	
September 30, 1980	Termination of employment and travel Original purchase orders
December 31, 1980	Substitute purchase orders for school library resources only (Code 230)
Budget Amendments	
June 30, 1980	Receipt of budget amendments (FA-10 A)
Expenditures	
September 30, 1981	Final Report of Project Expenditures (FA-10-F-IV B)

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I

PROGRAM OVERVIEW

Major Changes for the ESEA IV B Program for Fiscal Year 1980

P.L. 95-561 and the proposed regulations make a number of major changes in the ESEA Title IV B program. Although instructions regarding these changes are provided throughout this Planning Guide your attention is directed particularly to the following changes.

- Program Purposes. Although the ESEA Title IV B legislation authorizes funds only for the acquisition of school library resources, textbooks, and instructional materials and equipment, guidance, counseling and testing programs may be funded for one year only from Part B funds for Fiscal Year 1980 because no funds were appropriated for Part D. Minor remodeling is no longer an eligible expenditure under Part B.

- Maintenance of Effort Requirements. The proposed regulations provide that the U.S. Commissioner of Education may waive the maintenance of effort requirements for Part B when equitable to do so in light of exceptional and unforeseen circumstances. If granted, the waiver is effective for one fiscal year only and may not be repeated. Specifically excluded from exceptional and unforeseen circumstances is the deliberate substantial reduction of available revenue due to an act of a state or local legislature or electorate.

- Monitoring and Enforcement by the State Education Department. A sample of local educational agency Part B projects will be monitored and evaluated each year. These monitoring visits will include nonpublic schools enrolling pupils benefiting from ESEA Title IV B.

- Applications. The State Education Department may not require a local educational agency to submit an application for Part B funds more often than every three years. However, the State Education Department must obtain needed supplementary information on an annual basis.

- Formula for Distribution of Part B Funds. P.L. 95-561 provides for the distribution of funds to local educational agencies on the basis of their public and nonpublic school enrollment. However, higher per student allocations must be made to those local educational agencies whose tax effort is high, or who have large numbers of children whose education imposes a higher than average cost. The proposed regulations define the higher per student allocation that must be awarded to such local educational agencies as at least 200 percent of the amount of the per student allocation awarded to local educational agencies solely on the basis of enrollment.

- Participation of Nonpublic School Children. If a local educational agency does not participate in the Part B program, the State Education Department, if requested by the representatives of nonpublic school children in that local educational agency, will make arrangements to provide Part B benefits to those children.

- Use of Funds for Instructional Purposes. Part B funds must be expended for instructional purposes only. School library resources, instructional materials, and equipment acquired with Part B funds must be used for instructional purposes only.

- Consultation Procedures. In determining how Part B funds will be divided among the program purposes, each participating local educational agency must adopt appropriate measures to coordinate the selection of school library resources and instructional materials and equipment with the curricula carried out in the schools. These procedures must include periodic consultation with teachers, school librarians/media specialists, and other professional staff in the schools and with representatives of participating nonpublic school children.

- General Application (General Compliance Form). In order to be eligible for Title IV B funds, local educational agencies must have submitted to the Division of Federal Education Opportunity Programs, New York State Education Department a General Compliance Form assuring compliance with certain items applicable to a number of Federal education programs.

Allocation Formula

Part B funds are allocated to local educational agencies on the basis of their public and nonpublic school enrollment adjusted to provide higher per pupil allocations to:

1. Local educational agencies whose tax effort for education is substantially greater than the State average tax effort for education, but whose per pupil expenditure is no greater than the average per pupil expenditure in the State, and

2. Local educational agencies which have in excess of 20 percent of their student body designated as pupils with special educational needs (PSEN).

Of the funds available for Part B distribution, 70 percent will be distributed on an enrollment basis, 25 percent will be distributed on a per capita basis to local educational agencies which have in excess of 20 percent of their student body designated as pupils with special educational needs (PSEN), and five percent will be distributed on a per capita basis to local educational agencies with substantially greater than average tax effort for education but lower per pupil expenditures than the State average.

Allocation Notice

A notice of the Part B allocation will be sent to each eligible applicant. The allocation notice will specify: 1) the total Part B allocation for public and nonpublic school pupils and 2) the recommended amount to be expended for the benefit of nonpublic school pupils within the public agency's jurisdiction.

Since it is not possible to pre-screen this data to determine the eligibility of certain nonpublic school children to participate in the ESEA IV B program, the allocation notice may include two types of nonpublic schools where the children are not eligible.

1. Schools for the education of handicapped pupils which have not been approved by the State Education Department.

2. Schools with programs not approved by the State Education Department or the chief school officer of the school district.

If a school in either of these categories appears on the allocation notice, local educational agencies have no responsibility to provide Title IV B benefits for those children.

Agencies Receiving Allocations

- Public school districts
- Campus schools operated by the State University of New York or by The City University of New York
- State-operated and State-supported schools covered under Article 85 Section 4201 of the Education Law
- New York State Division for Youth
- New York State Department of Correctional Services

Consortium or Cooperative Projects

Two or more school districts may elect to combine their ESEA IV B allocations in a cooperative or consortium project. In such cases one of the participating school districts may be designated as the legal applicant, or a board of cooperative educational services may be so designated.

A single application should be submitted for a consortium or cooperative project, together with Form ESEA IV B-CO, "Certification for Participation in a Cooperative Project." Copies of this form are available from the Bureau of School Libraries on request.

Use of Title IV B Funds

Subject to the requirements dealing with participation of nonpublic school children, local educational agencies have complete discretion in selecting which of the program purposes of Part B they wish to support with these funds - the acquisition of school library resources, textbooks, or instructional equipment and materials or programs of guidance, counseling, and testing. A local educational agency may concentrate expenditures to meet the educational needs of children in one or more of the schools within its boundaries. A local educational agency that receives higher per pupil allocations of Part B funds because more than 20 percent of its students are designated as pupils with special educational needs, should consider the special educational needs of those children when selecting school library resources, textbooks, and instructional materials and equipment. However, the proposed regulations require that "the local educational agency make available to all children attending a school all the instructional materials and equipment acquired with Part B funds and placed in that school."

How to Apply for ESEA IV B Funds

In order to receive ESEA IV B funds, a local educational agency must have on file with the State Education Department a General Compliance Form (General Application) setting forth certain assurances applicable to all programs federally funded.

In addition, an ESEA IV B project application must be completed and submitted to the State Education Department, Bureau of School Libraries at least once every three years. In addition, each local educational agency and nonpublic school must submit annually:

- The number of pupils enrolled
- The number of participating students served by the project each year together with a description of how these students were designated
- A description of local procedures regarding consultation with representatives of nonpublic school students
- Description of local procedures involving teachers, school librarians/media specialists and/or other professional staff in the schools to coordinate the selection of school library resources, textbooks and instructional materials and equipment with curricula being carried out in the schools
- Maintenance of effort data for participating nonpublic schools
- Either a certification of program continuance or amendments to the program description provided the first year of the program if objectives and/or activities change from those described

- A budget for the applicable year including a list of the instructional equipment to be acquired

- A report describing the progress which has been made in meeting the objectives together with a description as to how the progress was measured.

An Title IV B annual supplement form will be provided for Fiscal Year 1981.

NOTE: Guidance, counseling, and testing projects or sub-projects (see definition on page 23) must terminate no later than September 30, 1980.

Planning

Under the proposed ESEA IV B regulations the state cannot require a district to submit a IV-B application more often than once every three years. A district, however, may choose to submit an annual application each year for the next three years (1979-80, 1980-81 and 1981-82) or a single three-year application for these years.

There are two basic formats for developing a three-year IV B application. First, a district may elect to specify one or more one-year sub-projects to be conducted over the three-year period where the sub-projects are relatively unrelated to one another but still meet important district instructional needs. This type of format is acceptable if each sub-project is carefully thought out and the necessary information provided.

The second format for designing a three year application is based on the district expending its IV B funds for one or more high priority district needs, all of which are addressed in each year over the three-year period; that is, one or more major sub-project(s) for the three consecutive years.

Regardless of the time frame of the application, the diversity of educational needs to which Part B funds may be applied requires a coordinated, comprehensive planning effort at the local level. Each IV B sub-project description must clearly show the relationship of the materials and/or equipment acquired to the improvement of instruction in one or more curriculum areas. Expenditures for testing, guidance and counseling services (one year only) must demonstrate the relationship to an improved program. In Chapter II of the Planning Guide (Items #16-#21) there are specific suggestions for the development of a three-year IV B application.

The following general planning steps are strongly recommended to assure that sound decisions are made regarding the expenditure of Part B funds.

- Appoint a planning committee representative of the purposes of Part B, including teachers, school librarians/media specialists, guidance personnel, and other professional staff from public and nonpublic schools.

- Have all committee members carefully review the Part B Planning Guide, the application form, and pertinent administrative memoranda.

- Special attention should be directed to the State Standards for ESEA IV Part B Projects and Programs. Federal Regulations require that State Education agencies develop standards which may be used by local educational agencies in arriving at Part B expenditure decisions. These standards establish qualitative and quantitative measures which set new or revised requirements for materials and equipment to be obtained and for services related to programs of testing, guidance and counseling to be performed. They merit careful consideration. The Standards were sent to all schools in September 1978. If needed, additional copies may be obtained from the Bureau of School Libraries.

- Charge the committee with the task of identifying the priority district need(s) which may be addressed with IV B funds. When this determination has been made, detailed project planning may begin either by the original committee or a sub-committee more representative of the priority area(s) identified.

- Design a IV B sub-project(s) that represents focused coherent efforts towards the achievement of realistic educational goals.

- Assign the task of completing and submitting the ESEA IV B application to a project director or contact person.

Maintenance of Effort

P.L. 95-561 requires that a State shall have expended on programs described in Part B during the preceding fiscal year an amount of non-Federal funds at least equal to the amount of non-Federal funds it expended on those programs during the second preceding fiscal year. Therefore, a State's eligibility to receive grants under Title IV B is determined by the cumulative non-Federal expenditures eligible under IV B of all public and nonpublic schools for the preceding two fiscal years.

The comparison of expenditures for the two years may be made on the basis of either the aggregate non-Federal expenditures or the aggregate per pupil expenditures of local educational agencies and nonpublic schools.

Maintenance of effort data for public school districts will be drawn from the Annual Financial Report (Form ST-3) which is submitted to the State Education Department annually at the close of the school year, June 30. Nonpublic schools and other applicant agencies not submitting an Annual Financial Report will be required to submit maintenance of effort data prior to making application or deriving benefits from the Title IV B program. A school district which has not submitted the Annual Financial Report and nonpublic schools or other agencies which have not provided

maintenance of effort data will not be eligible to participate in the Title IV B program.

The proposed regulations provide for waivers of maintenance of effort requirements under certain exceptional and unforeseen circumstances. Specifically excluded from such exceptional and unforeseen circumstances is "a deliberate substantial reduction of available revenue due to an act of a State or local legislature or electorate in other than emergency circumstances."

Local school districts and nonpublic schools are urged to maintain their local level of expenditures for IV B purposes to assure that the eligibility of the State as a whole is not jeopardized.

Participation of Nonpublic School Children

Children enrolled in nonpublic, non-profit elementary and secondary schools in the school district of a local educational agency are entitled to participate equitably in the secular, neutral, nonideological benefits authorized by Title IV. The local educational agency is responsible for providing genuine opportunities for equitable participation by such nonpublic children that are consistent with the number and needs of those children. The local educational agency is also responsible for maintaining continuing administrative direction and control over Title IV benefits provided to children in nonpublic schools.

Equitable Expenditures. Allocation of Part B funds to the public agency is based on the formula described elsewhere in this Guide. The notice of allocation will provide the public agency with the names of nonpublic schools within its jurisdiction together with a suggested amount of the total allocation to be expended to provide benefits to the pupils in each school. It is the responsibility of local educational agencies to adjust Part B expenditures per nonpublic school child if (1) the needs of nonpublic school children with respect to benefits under Title IV differ from such needs of children enrolled in public schools, and (2) the actual cost per child of such benefits to meet the needs of nonpublic school children is lesser or greater than the actual cost per child of such benefits to meet the needs of public school children. Any such adjustments should be designed to assure the equitable participation of nonpublic children in the purposes and benefits of Part B.

If the distribution of Part B benefits among nonpublic and public school pupils varies from the distribution suggested by the State Education Department, a clear statement of the criteria used to determine equitable participation must accompany the application.

The public agency may retain ordering costs from the nonpublic school share for the performance of ordering services for the acquisition of school library resources, instructional materials and equipment. An appropriate amount may also be retained by the public agency for supervision of personnel employed to provide services for nonpublic school pupils.

Consultation with Representatives of Nonpublic School Pupils. Local educational agency planning and consultation with appropriate representatives of the children enrolled in nonpublic schools within the boundaries of the local educational agency are required. It is suggested that a joint committee of local educational agency and nonpublic school personnel be formed to deal with such problems as gathering data for educational needs assessment, determining priorities in both public and nonpublic schools, preparing application forms, selecting materials and equipment, planning accessibility of materials and equipment, and monitoring and evaluating of projects.

Project Priorities. If the needs of nonpublic school children differ from those of public school children, the local educational agency must include in its project application objectives and activities that meet those needs, and the requested materials and equipment in appropriate amounts must be provided. This requirement applies even if there are no nonpublic school children enrolled in the grade levels to be served by the project for public school children.

Nonpublic School Responsibilities. Nonpublic school officials should cooperate with public school personnel in planning for the effective use of Part B funds. Requested narratives, and statistical, fiscal, and evaluative data must be provided to meet established deadlines. It is important that nonpublic school officials make careful reference to Chapter II of this Guide to assure completion of appropriate items on the Nonpublic School Expenditure Request form. In this connection, nonpublic schools enrolling 500 pupils or more are required to complete questions 5 and 6. Nonpublic schools enrolling fewer than 500 pupils respond only to question 4. It is also important to attach any list of equipment items requested and/or schedules as required. Local educational agency officials must submit to the State Education Department a single, combined public and nonpublic budget with all required lists and/or schedules attached. Failure of nonpublic school officials to provide all the information required will result in a delay of the release of funds.

Administrative Control. The local educational agency keeps title to and exercises continuing administrative control over all materials and equipment acquired with Title IV B funds. The local educational agency, however, in fulfilling its responsibility for making accessible to children in nonpublic, as well as public schools all benefits authorized under Part B, may place such materials or equipment on the premises of a nonpublic school on a loan basis for a limited period of time.

The type of material and the purpose for which it is requested will determine the length of the loan, and each local educational agency will establish such loan periods as it deems necessary and appropriate, as long as materials and equipment are not given outright to a nonpublic school or nonpublic school pupil or teacher. Long-term loans are permissible, provided that a "proper return" is accomplished periodically. A physical return of materials and equipment annually is strongly urged, although local educational agencies may elect to store materials and

equipment in a nonpublic school over the summer and renew the materials and equipment in September.

Regardless of the loan method used, the public agency must have all loan requests and loan records for nonpublic schools accompanied by a pupil and teacher roster. This is a critical point, since such a roster constitutes a loan to nonpublic school pupils and teachers on an individual basis.

The local educational agency must insure that the materials and/or equipment placed on the premises of a nonpublic school are used only for the purposes of the Part B program and that such materials or equipment can be removed from the nonpublic school without remodeling its facilities. Materials or equipment should be removed from the premises of a nonpublic school when the materials or equipment are no longer needed for the purposes of the Part B program or in order to prevent the use of the materials or equipment for other than Part B purposes.

Level of Nonpublic School Support. Nonpublic schools must provide maintenance of effort data prior to participation in the Part B program. A nonpublic school which fails to submit the necessary maintenance of non-Federal expenditure data will be excluded from participation in the Part B program.

Forms to supply maintenance of effort data have been sent to nonpublic schools. Completed forms should be submitted to the local educational agency for transmittal to the State Education Department.

Nonparticipating Nonpublic Schools. Nonpublic schools listed on the allocation printout which elect not to participate in the Part B program must supply the local educational agency with a written notice of declination for the program for which the application is being submitted. The local educational agency then attaches the written declination(s) to the Part B application. If the local educational agency anticipates that a nonpublic school is unwilling or unable to provide such a letter of declination, it is suggested that the request for a declination statement be sent by registered mail to document the local educational agency's effort to obtain the statement.

Nonparticipating Public Schools. If no project under ESEA IV B is carried out for the benefit of children enrolled in public schools within the school district, representatives of children enrolled in nonpublic schools located within the district may ask the State Education Department to designate an alternate public agency to provide Title IV B benefits to the nonpublic school children.

Complaint Procedures. Any person or organization may file with the State Education Department a written complaint alleging that in one or more Title IV B projects children enrolled in nonpublic schools are not receiving benefits on an equitable basis. The written complaint must include a detailed statement of facts upon which the allegation is made.

The State Education Department will, within sixty days of receipt of the complaint, investigate the complaint. A report setting forth the nature of the complaint and the actions taken to resolve it will be made available. In the event the complaint is not resolved, the matter will be referred to the U.S. Commissioner of Education.

Selection of School Library Resources, Instructional Materials and Equipment.

In determining how Part B funds will be divided among the Part B program purposes, the local educational agency must adopt appropriate procedures to coordinate the selection of school library resources, and instructional materials and equipment with the curricula in the schools. These procedures must include provision for periodic consultation among teachers, school librarians/media specialists, and other professional staff in the schools and with representatives of participating nonpublic school children.

Criteria for the selection of school library resources, textbooks, and instructional materials and equipment should be developed by the local educational agency. These criteria should ensure that materials and equipment will be of high quality, will contribute substantially to the educational program, and will meet the varying needs of pupils and teachers in the elementary and secondary schools.

As required by the proposed regulations, the State Education Department has adopted standards to be used by local educational agencies in acquiring school library resources and instructional materials and equipment. The purposes of these standards are to ensure that all equipment and materials acquired are of appropriate quality and quantity for instructional use in the schools and to ensure that acquisitions will be used for instructional purposes only.

To the extent possible, professional staff should evaluate the materials and equipment before purchase. Many distributors will provide materials on approval or for local evaluation prior to purchase. Local judgment augmented by reliable professional selection tools, lists, bibliographies, and periodicals which review materials and equipment will help schools purchase the most appropriate resources.

Selection criteria should be in a district selection policy statement formally adopted and approved by the Board of Education. A procedure for responding to criticism of school library and instructional resources should be included in the policy. It is recommended that the publication, Selection Guidelines: School Library Resources, Textbooks, Instructional Materials (New York State Education Department, Bureau of School Libraries) be consulted.

Eligible and Ineligible Expenditures

Instructional Purposes Only. Because of increasing evidence that ESEA Title IV B funds were not being used by local educational agencies for the

purposes for which they were intended, both the legislation and the proposed regulations have been strengthened and made more specific to assure that the materials and equipment acquired focus exclusively on instructional needs.

Section 421 of P.L. 95-561 states that Title IV B funds "shall be used to provide assistance to local educational agencies ... for the acquisition of school library resources, textbooks, and other printed and published instructional materials for the use of children and teachers in public and nonpublic elementary and secondary schools which shall be used for instructional purposes only; and for the acquisition of instructional equipment and materials suitable for use in providing education in academic subjects for use by children and teachers in elementary and secondary schools which shall be used for instructional purposes only."

Definitions. The following definitions apply for determining the eligibility of school library resources, textbooks, and instructional materials and equipment. NO REIMBURSEMENT WILL BE MADE ON INELIGIBLE ITEMS.

School Library Resources means printed and published materials that have been cataloged and organized for the instructional use of elementary and secondary school children and teachers. The term includes books, periodicals, documents, pamphlets, reproductions, pictorial or graphic works, musical scores, maps, charts, globes, sound recordings, videotapes, or any other printed or audiovisual materials of a similar nature available now or in the future. Straight lease plans for a period of time not to exceed one year are also an eligible expenditure.

Textbook means a book, reusable workbook, or manual, whether bound or in looseleaf form intended for use as a principal source of study materials for a given class or group of students, a copy of which is expected to be available for the individual use of each student in the class or group. Workbooks consumed in use are not eligible; nor are supplementary books which are not the principal source of study and/or one copy of which is not available for the individual use of each student in a given class or group.

Instructional Materials means realia, raw materials for the preparation of instructional resources, and all printed and published materials that are suitable for providing instruction in elementary and secondary schools. Instructional materials are, with reasonable care, expected to last more than one year. The term does not include furniture, supplies, or instructional equipment.

Instructional Equipment means equipment that is appropriate for use in providing education in academic subjects in elementary and secondary schools and that is used to teach or learn an academic subject. "Academic subjects" means, but is not limited to, the following elementary and secondary school subjects: the arts, civics, economics, English, geography, history, the humanities, industrial arts, mathematics, foreign languages, reading, and science.

The eligibility of instructional equipment is determined by its intended use and its direct relationship to instruction in an academic subject. Depending upon use, typical examples of instructional equipment include: (a) Laboratory or other special equipment that contributes directly to the objectives of an instructional program; (b) Electronic or mechanical audiovisual equipment such as audio and computer devices and TV monitors; (c) Equipment for the storage, protection, maintenance, or repair of laboratory or audiovisual materials and equipment.

The term does not include general purpose classroom or library furniture, shelving, stoves, refrigerators, band instruments, bleacher seats, gym equipment, equipment for staff offices, or other equipment not directly related to instruction in academic subjects.

In addition, equipment is defined as any single item having a unit cost of $50 or more. Equipment items having a unit cost of less than $50 should be budgeted as instructional materials.

Expenditures of Part B funds for instructional equipment may include the cost of raw or processed materials, or component parts to be made into finished products, as well as the cost of making or assembling the instructional equipment.

Guidance and Counseling Programs are defined as programs of counseling and guidance services for students at the appropriate levels in elementary and secondary schools designed (i) to advise students of courses of study best suited to their ability, aptitude, and skills, (ii) to advise students with respect to their decisions as to the type of educational program they should pursue, the vocation they should train for and enter, and the job opportunities in the various fields, and (iii) to encourage students to complete their secondary school education, take the necessary courses for admission to post-secondary institutions suitable for their occupational or academic needs, and enter such institutions; and such programs may include short-term sessions for persons engaged in guidance and counseling in elementary and secondary schools.

Testing means the use of tests to measure abilities, educational achievements, interests, or aptitudes pertaining to an individual's educational or career development.

Delivery Costs are an integral part of the cost of materials and equipment and are not reported as a separate cost.

Administrative Costs. No administrative costs are allowable under Part B unless the State Education Department approves a special indirect cost rate for use by local educational agencies. The proposed regulations do not provide guidance as to the procedures state educational agencies should use to negotiate indirect cost rates. The State Education Department will provide local educational agencies with additional information regarding the indirect cost rate by administrative memorandum.

ESEA IV B APPLICATION

May Be Lifted Out By Opening Staples

Reclose Staples to Keep Planning Guide Intact

Please return 5 copies to:
Bureau of School Libraries
State Education Department
Albany, New York 12234

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Bureau of School Libraries
Room 676 EBA
Albany, New York 12234
1979-80

BASIC PROJECT APPLICATION DATA: ESEA Title IV Part B Instructional Materials and School Library Resources

1.

for SED use only

PROJECT REVIEW AND APPROVAL

SED Project Number [ ][ ][ ][ ][ ][ ] [8][0] [0][0][1] [4][2]
1 13

Name _____ **Title** _____
Authorized Signature

Total Amount Approved:
(Last digit must be in far right box)

$ [ ][ ][ ][ ][ ][ ][ ][ ]
14 21

Date Approved: No. [ ][ ] 22 23 Day [ ][ ] 24 25 Yr. [ ][ ] 26 27

.....PLEASE COMPLETE ALL ITEMS BELOW.....

2. Project Title _____

3.
1. Local Educational Agency _____ Congressional District(s) # _____
2. Name of Chief School Officer _____ Title _____
3. Address _____
Street City Zip County

4. Director and/or Coordinator of Project or Contact Person
1. Name _____ Title _____
2. Address _____ Phone ( ) _____
Street City Zip Area Code Number Ext.

5. Indicate the type of agency receiving the Grant. (Check one box only).

[ ] 28 Public School District
[ ] 29 BOCES
[ ] 30 Nonpublic School
[ ] 31 College or University
[ ] 32 Education Department
[ ] 33 Department of Mental Hygiene
[ ] 34 Division for Youth
[ ] 35 Corrections Department
[ ] 36 Health Department
[ ] 37 Private/Non-Profit Organization
[ ] 38 Other

[0][1]
79 80

6. **For SED Use Only**

Beginning Date of Project				Ending Date of Project		
/	/	/		0 / 9	3 / 0	8 / 0
14 No. 15	16 Day 17	18 Yr. 19		20 No. 21	22 Day 23	24 Yr. 25

7. Total Federal Funds applied for in Proposed Budget. (Include Public and Private as summarized for Grand Total on Page A-12 (last digit must be in far right box. Indicate the amount to nearest whole dollar).

$ [ ][ ][ ][ ][ ][ ][ ][ ] 26–33

8. If no Direct Services are involved in this project indicate the type of project below. (check (✓) as many boxes as applicable).

- [ ] 34 Managerial and/or Administrative Budget
- [ ] 35 Inservice Education
- [ ] 36 Search and Find
- [ ] 37 System (i.e., SEIMC, NYSCC)
- [ ] 38 Curriculum Development
- [ ] 39 Planning
- [ ] 40 Materials and Equipment
- [ ] 41 Evaluation
- [ ] 42 Guidance and Counseling
- [ ] 43 Research and Development
- [ ] 44 Other

9. Indicate the year in which a needs assessment was completed for this project.

[1][9][ ][ ] 45–48

10. Is this a cooperative project with another LEA? (Check one box only)

[ ] 49 Yes [ ] 50 No

[0][2] 79 80

11. Indicate whether this application is for one or three years.

One Year Application ☐ 14 Three Year Application ☐ 15

(Guidance, Counseling and Testing projects must be for one year only and must be completed by September 30, 1980).

12. Number of Participants (Unduplicated Count of Pupils) receiving Part B services by level of instruction

Type of Institution	Elementary (Grades K-6)		Secondary (Grades 7-12)	
Public Schools	16	22	23	29
Nonpublic Schools	30	36	37	43

0 6
79 80

13. A. Number of Guidance Counselors (FTE*) paid from Part B funds serving pupils by type of institution and level of instruction.

Type of Institution	Elementary		Secondary	
1. Public Schools Exclusively	14	17	18	21
2. Nonpublic Schools Exclusively	22	25	26	29
3. Shared Services by Both Public & Nonpublic Schools	30	33	34	37
4. Total (Add 1, 2 and 3)	38	41	42	45

B. Number of Pupils served by the Guidance Counselors indicated in Item 15 (A) above by Type of Institution and level of instruction

Type of Institution	Elementary		Secondary	
1. Public Schools	46	50	51	55
2. Nonpublic Schools	56	60	61	65
3. Total (Add 1 and 2)	66	70	71	75

0 7
79 80

14. Public School Sub-Projects - (Complete only for Sub-Projects in excess of $1,000). (See p. - 23 of Planning Guide for definition of sub-project). Do only for FIRST YEAR of sub-project whether a one or three year project.

Public School Sub-Project Title	ESEA Title IV B Expenditure (Place a check (✓) in the columns that apply)						Level of Instruction (Place a check (✓) in the column that applies)		Number of Pupils		Number of Buildings		Cost (Sub-project)		
	School Library	Guidance & Counseling	Inst.-Materials	Equipment	Text-books	Test-ing	Elementary (K-6)	Secondary (7-12)							
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	08 79 80
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	09 79 80
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	10 79 80
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	11 79 80
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	12 79 80
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	13 79 80
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	14 79 80
															15 79 80

A-4

15. Participation of Nonpublic School Pupils

Answer item 16 if IV B allocation is less than $3,000

16. Overview.

1. Year One -

2. Year Two -

3. Year Three -

Answer items 17-21 if IV B allocation is $3000 or more

17. Planning

18. Needs Assessment

27

19. Objectives (by sub-project and year).

1. Year One -

2. Year Two -

3. Year Three -

20. Activities (by sub-project and year).

1. Year One -

2. Year Two -

3. Year Three -

21. Evaluation (by sub-project and year).

1. Year One -

2. Year Two -

3. Year Three -

ESEA IV B PROPOSED BUDGET

Proposed Budget for Textbooks	Public Schools -1-	Nonpublic Schools -2-	Total (Columns 1 + 2) -3-
A. Textbooks - Code 220			
1. Textbooks	$	$	$
B. Ordering - Code 241			
1. Ordering	$	$	$
C. Total (A+B) Textbooks & Ordering (Code 220 + 241)	$	$	$

Proposed Budget for School Library Resources	Public Schools -1-	Nonpublic Schools -2-	Total (Columns 1 + 2) -3-
D. School Library Resources - Code 230			
1. Books	$	$	$
2. Audiovisual	$	$	$
3. Periodicals	$	$	$
4. Other Printed Materials	$	$	$
Total School Library Resources	$	$	$
E. Ordering - Code 241			
1. Ordering	$	$	$
F. Total (A+B) - School Library Resources and Ordering (Code 230 + 241)	$	$	$

Proposed Budget for Instructional Materials	Public Schools -1-	Nonpublic Schools -2-	Total (Columns 1 + 2) -3-
G. Materials - Code 240			
1. Materials	$	$	$
H. Ordering - Code 241			
1. Ordering (Materials)	$	$	$
I. Total Materials & Ordering (Code 240 + 241) (G+H)	$	$	$

Proposed Budget for Instructional Equipment	Public Schools -1-	Nonpublic Schools -2-	Total (Columns 1 + 2) -3-
J. Equipment - Code 1230			
1. Equipment (attach list)	$	$	$
K. Ordering - Code 241			
1. Ordering (Equipment)	$	$	$
L. Total Equipment & Ordering (Code 1230 + 241) (J + K).	$	$	$

ESEA IV B PROPOSED BUDGET, CONT'D.

Proposed Budget for Guidance and Counseling	Public Schools -1-	Nonpublic Schools -2-	Total (Columns 1 + 2) -3-
A. Materials for Guidance - Code 320.3	$	$	$
B. Equipment for Guidance - Code 1230 (attach list)	$	$	$
C. Ordering - Code 241	$	$	$
D. Professional Salaries - Code 310 (attach schedule)	$	$	$
E. Nonprofessional Salaries - Code 310 (attach schedule)	$	$	$
F. Employer Contribution for Employee Benefits - Code 810			
1. Social Security	$	$	$
2. Retirement	$	$	$
3. Health Insurance	$	$	$
4. Workmens' Compensation	$	$	$
5. Unemployment	$	$	$
Total (Code 810) (Add F1+F2+F3+F4+F5)	$	$	$
G. Contractual Services - Code 320.4 (attach schedule)	$	$	$
H. Travel - Code 320.2 (attach schedule)	$	$	$
I. Total (Add A through H) - (Add Codes: 320.3+1230+241+310+810+320.4+320.2)	$	$	$

ESEA IV B PROPOSED BUDGET, CONT'D.

Proposed Budget for Testing	Public Schools	Nonpublic Schools	Total (Columns 1 + 2)
	-1-	-2-	-3-
A. Testing Materials - Code 320.5	$	$	$
B. Testing Equipment - Code 1230 (attach schedule)	$	$	$
C. Ordering - Code 241	$	$	$
D. Contractual Services - Code 320.4 (attach schedule)	$	$	$
E. Travel - Code 320.2 (attach schedule)	$	$	$
F. Total (A+B+C+D+E) - (Add Codes 320.5+1230 +241+320.4+320.2).	$	$	$

Proposed Budget for Indirect Cost	Budget Code	Public Schools	Nonpublic Schools	Total (Columns 1 & 2)
		-1-	-2-	-3-
A. Indirect Cost	--	$		$

Summary of Proposed Budget	Budget Code	Salaries		Contract Service	Travel	Other	Total (Add Columns 1 through 5)
		Professional	Non-Professional				
		-1-	-2-	-3-	-4-	-5-	-6-
A. Instruction	220					$	
B. Instruction	230					$	
C. Instruction	240					$	
D. Ordering	241					$	
E. Guidance	310	$	$				
F. Guidance and Testing	320.4			$			
G. Guidance and Testing	320.2				$		
H. Guidance Materials	320.3					$	
I. Testing Materials	320.5					$	
J. Employee Benefits	810					$	
K. Indirect Cost	--					$	
L. Equipment	1230					$	
M. Total - (Add A through L)		$	$	$	$	$	$

CHIEF SCHOOL ADMINISTRATOR'S CERTIFICATION

I hereby certify that: The information in this application is correct and in total compliance with appropriate Federal and State laws and regulations, and that the program design will be carried out as described in the application.

A first advance payment of 25 percent is hereby requested.

Date: _____ Signed: *_____
(Chief Administrative Officer)

Name and title (please type):

Name _____

Title _____

*Original signature of Chief Administrative Officer is required.

"Before Filing" Checklist

Please review the following checklist carefully to avoid unnecessary delay in application approval. The checklist represents the most common errors precluding an early release of IV B funds to the schools.

- Have five (5) copies of the project application been submitted?

- Have three (3) copies of the Nonpublic School Expenditure Request form been included for each nonpublic school? If a nonpublic school is not participating in the project, is there a letter of declination or other evidence that the nonpublic school does not wish to participate?

- Has all the required information, including lists and schedules, been provided on or with the application? "None" or "zero" should be entered where applicable.

- Has the Chief School Officer's original signature been provided?

- Is each copy of the grant application legible?

- Have all financial and statistical sections of the application been checked for mathematical accuracy, including the Nonpublic School Expenditure Requests?

- Have all dollar amounts been rounded off to the nearest whole dollar?

- Is it understood by local officials that no purchase orders can be issued prior to written approval of the application?

- Have the instructions in this Planning Guide been followed?

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

ESEA Title IV B
NONPUBLIC SCHOOL EXPENDITURE REQUEST
To be completed by nonpublic school and
submitted to local public school district
1979-80

For SED Use Only													
SED Project Number						8	0	0	0	1	4	2	
1													13

BEDS (12 Digit) Identification Code Number												
14												25

Name of Nonpublic School _____

Mailing Address _____

Principal _____ Telephone No. _____

Public School District _____

Total Expenditure Request 26 $ 33 | 3 | 2

1. Number of Participants receiving Part B services in nonpublic schools by level of instruction (unduplicated count of pupils).

Type of Institution	Elementary (Grades K-6)	Secondary (Grades 7-12)
Nonpublic Schools Only		

2. A. Number of Guidance Counselors (FTE*) paid from Part B funds serving pupils in nonpublic schools by level of instruction.

Type of Institution	Elementary	Secondary
Nonpublic Schools Only		

B. Number of Pupils served by the guidance counselors indicated in Item 2(A) above by level of instruction.

Type of Institution	Elementary	Secondary
Nonpublic Schools Only		

*F.T.E. - Instruction for calculating Full Time Equivalents (FTE) is found on Page 23 of your PLANNING GUIDE ESEA IV PART B LIBRARIES AND LEARNING RESOURCES 1978-79.

NP-1

3. Nonpublic School Sub-Projects - (Complete only for Sub-Projects in excess of $300). (See p. - 23 of Planning Guide for definition of sub-project). Do only for FIRST YEAR of sub-project whether a one or three year project.

Nonpublic School Sub-Project Title	ESEA Title IV B Expenditure (Place a check (✓) in the columns that apply)						Level of Instruction (Place a check (✓) in the column that applies)		Number of Pupils		Number of Buildings		Cost (Sub-project)		
	School Library	Guidance & Counseling	Inst.-Materials	Equipment	Text-books	Test-ing	Elementary (K-6)	Secondary (7-12)							
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	3 3 (79 80)
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	3 4 (79 80)
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	3 5 (79 80)
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	3 6 (79 80)
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	3 7 (79 80)
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	3 8 (79 80)
	52	53	54	55	56	57	58	59	60	66	67	69	70	77	
	26	27	28	29	30	31	32	33	34	40	41	43	44	51	3 9 (79 80)
															4 0 (79 80)

NP-2

PROJECT DESCRIPTION

Answer item 4 if enrollment of school is less than 500 pupils

4. Overview

1. Year One

2. Year Two

3. Year Three

Answer items 5-9 if enrollment of school is 500 pupils or more

5. Planning

6. Needs Assessment

7. Objectives (by sub-projects)

1. Year One

2. Year Two

3. Year Three

8. Activities (by sub-projects)

1. Year One

2. Year Two

3. Year Three

9. Evaluation (by sub-projects)

1. Year One

2. Year Two

3. Year Three

ESEA IV B PROPOSED BUDGET

Proposed Budget for Textbooks	Nonpublic Schools Only
A. Textbooks - Code 220	
1. Textbooks	$
B. Ordering - Code 241	
1. Ordering	$
C. Total (D+E) - Textbooks (Code 220 + 241)	$

Proposed Budget for School Library Resources	Nonpublic Schools Only
D. School Library Resources - Code 230	
1. Books	$
2. Audiovisual	$
3. Periodicals	$
4. Other Printed Materials	$
Total School Library Resources	$
E. Ordering - Code 241	
1. Ordering	$
F. Total - School Library Resources and ordering (code 230+241) (D+E)	$

Proposed Budget for Instructional Materials	Nonpublic Schools Only
G. Materials - Code 240	
1. Materials	$
H. Ordering - Code 241	
1. Ordering (Materials)	$
I. Total Materials & Ordering (Code 240 + 241) (G+H)	$

Proposed Budget for Instructional Equipment	Nonpublic Schools Only
J. Equipment - Code 1230	
1. Equipment (attach list)	$
K. Ordering - Code 241	
1. Ordering (Equipment)	$
L. Total Equipment & Ordering (Code 1230 + 241) (J + K).	$

ESEA IV B PROPOSED BUDGET, CONT'D.

Proposed Budget for Guidance and Counseling	Nonpublic Schools Only
A. Materials for Guidance - Code 320.3	$
B. Equipment for Guidance - Code 1230 (attach list)	$
C. Ordering - Code 241	$
D. Professional Salaries - Code 310 (attach schedule)	$
E. Nonprofessional Salaries - Code 310 (attach schedule)	$
F. Employer Contribution for Employee Benefits - Code 810	
1. Social Security	$
2. Retirement	$
3. Health Insurance	$
4. Workmens' Compensation	$
5. Unemployment	$
Total (Code 810) (Add F1+F2+F3+F4+F5)	$
G. Contractual Services - Code 320.4 (attach schedule)	$
H. Travel - Code 320.2 (attach schedule)	$
I. Total (Add A through H) - (Add Codes: 320.3+1230+241+310+810+320.4+320.2)	$

Proposed Budget for Testing	Nonpublic Schools Only
A. Testing Materials - Code 320.5	$
B. Testing Equipment - Code 1230 (attach schedule)	$
C. Ordering - Code 241	$
D. Contractual Services - Code 320.4 (attach schedule)	$
E. Travel - Code 320.2 (attach schedule)	$
F. Total (A+B+C+D+E) - (Add Codes 320.5+1230+241+320.4+320.2)	$

ESEA IV B PROPOSED BUDGET, CONT'D.

Summary of Proposed Budget	Budget Code	Salaries		Contract Services	Travel	Other	Total (Add Columns 1 through 5)
		Professional	Non-Professional				
		-1-	-2-	-3-	-4-	-5-	-6-
A. Instruction	220					$	
B. Instruction	230					$	
C. Instruction	240					$	
D. Ordering	241					$	
E. Guidance	310	$	$				
F. Guidance and Testing	320.4			$			
G. Guidance and Testing	320.2				$		
H. Guidance Materials	320.3					$	
I. Testing Materials	320.5					$	
J. Employee Benefits	810					$	
K. Equipment	1230					$	
L. Total - (Add A through K)		$	$	$	$	$	$

Monitoring and Evaluation

As provided by the proposed regulations, the Bureau of School Libraries will monitor and evaluate a sample of all Title IV B projects annually to ensure the integrity of the Title IV B program.

The purpose of the on-site visits will be

- To determine whether the local educational agency is complying with applicable statutes, regulations, and grant provisions
- To review project purposes, activities, and results
- To determine the extent to which educational needs are being met by Part B
- To determine the extent to which the educational practices of the local educational agency are being improved
- To determine the extent to which the project objectives have been achieved
- To identify the educational improvements that have resulted from the Part B project.

Within 60 days of a monitoring visit, the local educational agency will receive a written report of the findings of the visit. The proposed regulations provide that if the local educational agency disagrees with the findings, it may reply in writing to the State Education Department within 60 days of receiving the report of the findings. The State Education Department is required to respond in writing to the local educational agency within 60 days of receiving a reply from the local educational agency.

All monitoring reports, replies, and responses are public documents and both the State Education Department and the local educational agency must make them available to the public.

Administration of ESEA IV B Acquisitions

The proposed regulations require that local educational agencies shall keep title to and exercise continuing administrative control over all materials and equipment acquired with Title IV B funds. Effective control must be maintained over all school library resources, and instructional equipment and materials.

Inventory Records. Inventory records must be maintained for the useful life of the materials and equipment. Local methods of inventorying and maintaining records of materials and equipment are subject to the approval of the State Education Department. An item-by-item inventory must be maintained and appropriate provisions made for substantiating the inventories by on-site inspection.

The following simple and convenient method for maintaining inventory records and for conducting an inventory is recommended:

- An inventory control card should be maintained for each item of materials and equipment acquired with Part B funds.

- The descriptive information on the card should include (1) type of material; e.g., film, record, textbook, cassette recorder/player, overhead projector; (2) title of each material item; (3) number of units of each item; (4) serial number of equipment; (5) acquisition date and cost; (6) location; (7) ultimate disposition data.

- For school library resources (materials that have been cataloged), shelf list cards may be used as the inventory control cards, provided that materials acquired under ESEA IV Part B are distinctly labeled as such.

- All items acquired should be inventoried at least once every two years.

- Inventory control cards should be physically checked against materials and equipment wherever located.

- After all materials and equipment have been checked against the inventory control cards, a summary of items on hand and items missing should be prepared. Such a summary should consist of the total number of items of each type. The summary will then account for all the items acquired under Part B as either on loan, missing, or removed from inventory. The summaries are the official record for accounting purposes.

Control System. A control system must be developed and carried out to ensure adequate safeguards to prevent loss, damage, or theft of materials and equipment. Loss, damage, or theft must be fully investigated and fully documented. The local educational agency is responsible for replacing or repairing materials and equipment which are lost, damaged, or destroyed due to the negligence of the local educational agency.

Identification Marking. All materials and equipment acquired must be stamped or otherwise identified as the property of the public agency and as having been purchased under ESEA Title IV, Part B.

Provisions for Loan. School library resources and instructional materials and equipment shall be available to children and teachers in elementary and secondary schools on a loan basis only. Loan terms should be based on accepted principles and practices for lending school library resources and instructional materials and equipment to pupils and teachers. The type of material or equipment and the purpose for which it is requested will determine the length of the loan, and each local educational agency should establish such loan periods as it deems necessary and appropriate.

Federal regulations prohibit user, rental, or deposit fees or other charges levied against children or school personnel for the ordinary use of school library resources and instructional materials and equipment acquired under Part B. However, the local educational agency may impose the same responsibilities on borrowers for loss, damage, or failure to return as required, as are imposed for similar materials and equipment acquired with non-Federal funds. The disposition of money collected for overdue materials and equipment and replacement of lost or mutilated items should be governed by local practice.

Please refer to the section on the Participation of Nonpublic School Children for additional guidance in appropriate procedures governing the administration of school library resources and instructional materials and equipment on loan to nonpublic school students and teachers.

Fiscal Guidelines

Payment Procedures. A first advance payment, generally 25 percent, is made automatically following the approval of a project application and budget. Subsequent to receipt of the initial advance payment, the local educational agency should submit Expenditure Report and Monthly/Quarterly Request for Funds (Form FA-25-AP) to the State Education Department, Division of Educational Finance, Federal Aid Planning and Claims Section. Based upon the data presented on this form, additional funds are provided. The continuous filing of this report is required thereafter for each approved project until such time as the project has terminated or the maximum 90 percent advance has been attained.

Filing Requirements Form FA-25-AP. For projects of $100,000 or less, Form FA-25-AP should be filed at the end of each calendar quarter beginning with the quarter during which the first advance payment check is received (quarters: July-September, October-December, January-March, April-June). For projects greater than $100,000 Form FA-25-AP should be filed at the end of each month beginning with the month during which the first advance payment check is received.

Funds will be advanced via Form FA-25-AP up to a maximum of 90 percent of the approved project budget or total estimated project expenditures, whichever is less.

Final Project Expenditure Report. Subsequent to the liquidation of encumbrances, or completion of all expenditures pertinent to an ESEA IV Part B project, two completed copies of the Final Project Expenditure Report must be submitted to the Division of Educational Finance, Federal Aid Planning and Claims Section. Each Final Project Expenditure Report will be audited by the Federal Aid Unit and any questions arising from the audit will be presented to the local agency for consideration and response. Based upon the audit findings, the difference between the amount of funds previously advanced and the actual cost of the project will be forwarded to the local educational agency.

Backup documentation (signed claim forms, vendors' invoices, travel vouchers, receipts) is no longer required to be submitted with final claims

for reimbursement on a regular basis. Under the conditions set forth below, only the Final Project Expenditure Report will be required for audit purposes.

1. Complete documentation for all expenditures must be retained at the local level and must be made available upon request by the Federal Aid Unit (see following section on Contracts) or an on-site field team.

2. Prior to the submission of the Final Project Expenditure Report all encumbrances must be liquidated. In other words, all bills must be paid.

In summary, local educational agencies should submit only the fully completed signed Final Project Expenditure Report unless notified otherwise.

If additional information regarding auditing procedure is desired, please refer to Fiscal Guidelines for Federally Funded Projects, Part B, General Audit Guides. This publication is available from the Division of Educational Finance, State Education Department.

Adjustments. Upon completion and acceptance of the audit of the Final Project Expenditure Report the local agency will be sent a Notice of Final Audit Findings. This notice will indicate the amount of final payment to be made or the amount of overpayment to be returned by the local agency.

Project accounts should not be closed until such action has been taken.

Estimated Budget. A Proposed Budget for Instructional Materials and School Library Resources must be completed and submitted as part of each application for a Part B grant. The budget and application should be submitted subsequent to the local educational agency receiving notification of its allocation.

Local educational agencies will not receive payments automatically as a result of a formal notice of allocation.

Issue of Purchase Orders. No purchase orders should be issued, encumbrances established, or commitments for the delivery of services made prior to receipt of written notification from the Bureau of School Libraries that the application has been approved. Subsequent to written notification of project approval, encumbrances may be established and commitments for the delivery of services made through the termination of the applicable fiscal year of the grant (September 30). All obligations must be incurred by the public agency.

Bids may be solicited prior to project approval, but purchase orders or contracts cannot be issued prior to written project approval.

Substitution Procedures. A "replacement" ("substitution") purchase order for school library resources only may be issued or entered into, after September 30 of the applicable fiscal year, but no later than December 31 of such year, if it constitutes one of the following: (1) an order for one

or more items which originally were ordered (from the same or a different supplier) on an ESEA IV B purchase order issued no later than September 30 of the applicable fiscal year, or (2) an order for one or more items which are substitutions for one or more respective items of a similar nature which originally were ordered (from the same or a different supplier) on an ESEA IV B purchase order issued no later than September 30 of the applicable fiscal year. All "replacement" purchase orders must be specifically identifiable as such and must be specially reported in the Final Project Expenditure Report.

Contracts, Personal Services, Travel. Contracts will be deemed to be valid for ESEA Title IV B funding if the approval date of the ESEA IV B application coincides with or precedes the date of the contract.

Although the application contains an attachment which indicates the type, cost and duration of services, a copy of the contract must be submitted as soon as possible after project approval to the Division of Educational Finance, State Education Department. The Department will, of course, have the right to finally disapprove such contracts if it finds they are in violation of any regulations or guidelines under which this program is administered.

Local school districts using Title IV B funds to contract with a Board of Cooperative Educational Services must insure that the funds and the proposed activity are approved, in advance, by means of CO-SER submission. A separate IV B contract must be executed.

Regarding personal services, if an employer/employee relationship already exists, budgeting the extended employment under "contractual services" rather than regular personal services in the IV B project does not obviate the responsibility of the employer to provide benefits.

Budget Amendments. The Part B program operates on the concept of prior approval. All expenditures must have the approval of the Bureau of School Libraries either through an approved project budget or through a project budget amendment if expenditure changes are necessary subsequent to initial project budget approval.

If a local educational agency wishes to make an internal budget change, a "Special Grant Budget Amendment Summary Sheet" (Form FA-10-A) should be submitted to the Bureau of School Libraries seeking prior approval. Form FA-10-A must be submitted only if one or more of the following conditions apply:

1. Any increase in the number of and/or change in type of personal services.

2. Any increase and/or change in type of contractual services.

3. Any increase and/or change in purpose of travel.

4. Any increase in number and/or change in type of equipment. This applies to equipment for guidance as well as instructional equipment even though they are budgeted separately.

5. Any increase in a budget sub-total in excess of 10 percent or $500. All of the Code 200 budget series (school library resources, textbooks, instructional materials and costs of acquisition are considered to be one budget sub-total). Each requested budget increase(s) should show the corresponding offsetting budget decrease(s).

The budget total may not be increased.

All budget amendments should provide detailed information concerning numbers of items to be acquired, unit costs, and dates of service such as are required in the original application.

II

INSTRUCTIONS
FOR COMPLETING THE ESEA TITLE IV B APPLICATION

General

Send five (5) copies of your application and only three (3) copies of the Nonpublic School Expenditure Request (Form IV B-80 NP) for each participating nonpublic school to:

Bureau of School Libraries
New York State Education Department
Room 676 EBA
Albany, New York 12234

The ESEA IV Part B Application (Form IV-B-80) and the Nonpublic School Expenditure Request (Form IV-B-80-NP) are to be found in the center pages of this Planning Guide. Please duplicate as necessary. A limited supply of additional forms is available from the Bureau of School Libraries.

The ESEA IV B application must be received in the Bureau of School Libraries no later than January 15, 1980.

Applications received prior to January 1, 1980 will be reviewed in order of receipt. Early review and approval will permit districts to begin encumbrances immediately on receipt of project approval and effect an early release of funds to the district.

Other applicable dates are listed on p. vi.

All requested data must be provided on both the application and the required attachments. A letter of declination or other documentary evidence must be provided for nonparticipating nonpublic schools.

No ESEA IV B application will be reviewed or approved until the required Final Expenditure Reports for 1977-78 (or earlier) have been submitted to the Division of Educational Finance.

One copy of the application must contain the original signature of the chief school administrator.

Item-by-Item Instructions[1]

These directions are keyed to the item numbers on the application form. Pages A-1 and A-2 contain items common to most State and/or Federally funded programs administered by the Department. Certain questions may have limited utility for ESEA Title IV B (see specific instructions for each question). Nevertheless, all items should be completed unless otherwise noted.

Page A-3 applies specifically to ESEA Title IV B. Complete all items indicating "0" or "not applicable" where appropriate.

Item #1 - This shaded area is for Department use only. Do not fill in any information in the shaded area.

Item #2 - Project Title: Enter a brief title for this project.

Item #3 - Complete all information as required. Enter the numbers of all Congressional districts which, in whole or in part, are located within your school district. (You may inquire at your local Board of Election as to what your congressional district numbers are.)

Item #4 - Enter all information required.

Item #5 - Place a check (✓) in the appropriate box that best describes the recipient agency. If none seem applicable place a check (✓) in the box labeled "Other."

Item #6 - This shaded area is for Department use only. Do not fill in any information in the shaded area.

Item #7 - Enter the total amount of Federal Funds applied for in the proposed budget. Do not exceed total allocation. Indicate to the nearest whole dollar. Do not use decimal points or commas; i.e., $67,542 should be entered as follows:

$		6	7	5	4	2

Item #8 - Place a check (✓) in as many boxes as apply if no direct services are involved in this project. (By direct services is meant a traditional teacher/student relationship; i.e., classroom situation, tutoring, etc.)

Item #9 - A formal assessment is not required in order to answer this item. If a conscious effort was made to determine the need for this project being applied for, indicate when; i.e., 1979 -

1	9	7	9

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[1]The application is to be completed by the public school agency. Where requested, public and nonpublic school data should be combined. See p. 34 for instructions for nonpublic schools completing the Nonpublic School Expenditure Request.

Item #10 - Self-Explanatory

Item #11 - Indicate by a check (✓) whether this application describes a three-year program or a one-year program. Nonpublic school programs must be of the same duration as public school programs.

Item #12 - Provide an unduplicated count of participants by level of instruction. (Student is not counted more than once.) Elementary includes K-6, secondary 7-12.

Item #13A - Indicate the number of guidance counselors in full-time equivalents[2] who will be paid from the Part B funds requested in this project. Those serving nonpublic school pupils should be shown in the appropriate elementary or secondary space provided. Those serving nonpublic school pupils exclusively should be shown in the appropriate elementary or secondary spaces provided. Guidance counselors serving both public and nonpublic school pupils should be shown in the appropriate elementary or secondary space provided. Provide totals.

B. Indicate the number of pupils served by guidance counselors paid with Part B funds requested in this project, identifying them as serving elementary public school pupils, elementary nonpublic school pupils, secondary public school pupils, or secondary nonpublic school pupils.

Provide the total number of pupils served in public schools and the total number of pupils served in nonpublic schools.

Item #14 - Fill out only for public school sub-projects that are in excess of $1000. (Fill out for each nonpublic school sub-project in excess of $300.)

A sub-project is defined as a set of related activities directed toward the same goal.

The following are examples of IV B sub-projects; an effort has been made to demonstrate when a set of activities constitutes one or more sub-projects.

[2]A Full-time Equivalent equals one person hired on a full-time basis for the entire school year. A person hired on a full-time basis for a portion of a school year should be entered as that percentage of a full-time equivalent. All other personnel should be apportioned accordingly; e.g., a person hired on a full-time basis for ½ of the school year should be entered as .50 FTE. A person hired on a half-time basis for ½ of a school year should be entered as .25 FTE.

Example 1. A district decides to expand the remedial reading program in the middle school through expending IV B funds for special learning tapes, more remedial reading materials in the library, and a set of progressive reading texts to be used in an ungraded format. This constitutes one sub-project in remedial reading.

Example 2. A district uses its IV B allocation to purchase various types of instructional hands-on materials for instruction in geography for grades three through five. This expenditure also constitutes one IV B sub-project.

Example 3. A district chooses to expend its IV B allocation to increase the resources available in the high school library. There are two areas where a need has been identified. First, there is a need to increase social studies reference materials available for high school students. Secondly, there is a need to increase the number of high interest fiction books in an effort to increase general student reading. Although library materials are involved in both instances, this is an example of two IV B sub-projects.

Example 4. A district purchases two computer terminals for the purpose of establishing a computer-assisted mathematics lab. The district also purchases a new set of programmed instructional materials for students in the ninth grade remedial mathematics classes. Although both expenditures are made in the area of mathematics, this is also an example of two IV B sub-projects.

The space for the "Sub-Project Title" should contain an abbreviated key word title. Titles for the examples cited might be: Remedial Reading, Geography, Social Studies Reference, High Interest Fiction, Math Lab, Remedial Math.

Item #15 - Provide a statement of the policies and procedures which will govern the accessibility of services, materials, and equipment to nonpublic school pupils. The statement should indicate the length of loan, the renewal policy, and the availability of a nonpublic school pupil and teacher roster documenting the loan of materials and equipment to nonpublic school pupils and teachers on an individual basis.

Item #16 - Overview. Respond to Item #16 only if the total allocation for one year, including benefits for nonpublic school pupils, is less than $3,000. The overview should be a clear, concise statement which summarizes: (1) the needs of children in the district which will be addressed with IV B funds; (2) the activities which will be conducted to meet those needs; (3) the procedures which have been adopted to coordinate the selection of equipment and materials with curricula (these include consultation with teachers, school librarians/media specialists and other professional staff); (4) what will be accomplished

as a result of using IV B funds; (5) the significance to district of the proposed project. If the application is for three years, an overview statement must be provided for each of the three years. The statement(s) should be limited to 350 words.

Item #17 - Planning. Respond to Items #17-21 if the total IV B allocation, including benefits for nonpublic school pupils, is $3,000 or more for one year. In responding to Item #17 summarize the sequence of events that occurred in developing the application. Describe the agencies, groups and/or individuals who participated in the planning process, including roles, responsibilities, and contributions of these participants for each step in the process. Describe the procedures which have been adopted to coordinate the selection of equipment and materials with the curricula (these include consultations with teachers, school librarians/media specialists and other professional staff). A discussion of the results of the steps in the planning process should be included.

Item #18 - Needs. Describe the educational needs to be addressed by the IV B sub-project or sub-projects. Include information on how these needs were determined. The needs statement should discuss the status of educational conditions in your district. The most reliable statements of need are those which are determined from data that are collected in a systematic way. Avoid stating needs in broad, general terms, and avoid making statements that rely heavily or exclusively on purely subjective assessments of conditions.

This step in the preparation of a three-year application is crucial. Regardless of whether a district carries out several independent sub-projects or directs its IV B funds to one or more high priority needs to be addressed over three consecutive years, it is important that a comprehensive needs assessment occur.

Item #19 - Objectives. Objectives for ESEA IV B sub-projects may be of two types:

1. Performance objectives: These refer to desired changes in student behavior including knowledge skills, attitudes, social behavior, etc.

2. Instrumental objectives: These reflect desired changes in program conditions such as curriculum, instruction, supervision, personnel skills, resources, etc., which are expected to facilitate the learning process.

Instrumental objectives are expectations for what is to be done in the sub-project and performance objectives are expectations for desired changes in students which are intended to result from the program.

When a Title IV B sub-project is related to a specific set of performance objectives which can realistically be achieved within the time frame of the sub-project then these performance objectives should be specified by providing the following information:

1. A description of what learners will be able to do as a result of participating in program activities;

2. A statement of the criterion that will be used to determine how successfully the objective has been achieved;

3. A proposed date for achievement of the objective;

4. A statement of the percent (%) of learners who are expected to achieve the objective by the specified time.

The following example of a performance objective would be appropriate for a district which has used its IV B allocation to purchase two computer terminals and related instructional materials for the purpose of implementing a sub-project to teach students fundamental programming skills:

> By June 30, 1980 all of the students enrolled in the Computer Lab Project will be able to write and successfully execute a computer program based on a set of specifications and data provided by the instructor.

In some cases the educational resources purchased with IV B funds may not be tied directly to specific learning outcomes or other desired student behaviors. This might be the case when a wide range of supplies is ordered for a science lab, reference books are ordered for a library, or a piece of audiovisual equipment is obtained for use across a variety of subject areas. In such cases it will be sufficient to specify instrumental objectives. It is necessary, however, to specify which aspect of the educational program the achievement of these instrumental objectives is intended to support. Instrumental objectives should contain the following information:

1. A description of the changes to be brought about in local district conditions;

2. A proposed date for achievement of the objective;

3. A statement of the method that will be used to determine the extent to which the desired changes occurred;

4. A statement relating the instrumental objective to a performance objective or to a general program goal.

An example of an acceptable instrumental objective is as follows:

> By December of 1980 all science teachers in the middle school will have completed inservice training in the use of the "Shrinking Universe" learning program and will have registered their reactions to the workshop and to the quality of the materials on a locally prepared rating scale. This learning program is intended to support the achievement of program goals related to knowledge of developments in human technology.

Item #19 of the ESEA IV B application should contain statements of performance objectives and instrumental objectives, except in situations where specific performance objectives are not appropriate to the nature of the sub-project. In that case, the specification of instrumental objectives and their relation to program goals will be sufficient.

All applicants are encouraged, prior to the writing of objectives, to refer to A Handbook for Systematic Evaluation of ESEA Title IV B Sub-Projects, which is available from the Bureau of School Libraries. It is also recommended that sub-project planners and coordinators focus on objectives which may reasonably be attained within the constraints of time and available resources. This will increase the chances for success and facilitate the process of evaluation.

Item #20 - Activities. For each objective, by sub-project specified in Item #19, list the activities which will be undertaken to achieve it. Include, where possible, reference to persons responsible for carrying out the activities and proposed date of accomplishment. Identify the building(s) where the activities will occur.

Item #21 - Evaluation. There are three aspects of Title IV B sub-projects that an evaluation plan should address:

Evaluation of Materials and Equipment

One can evaluate the instructional equipment and materials themselves which were purchased with IV B funds. These acquisitions could be evaluated on the basis of their quality, appropriateness, and extent of use. For example, to evaluate the worth of materials and equipment one might survey the teachers for whom such resources were intended to find out how often they were used or how useful they were for implementing the curriculum.

Evaluation of the Achievement of Instrumental Objectives

One can evaluate the extent to which instrumental objectives were achieved. Instrumental objectives are expectations for change in some aspect of an educational program such as changes in instructional procedures, curriculum, or the role of a district employee. An example might be a program of individualized instruction that was initiated in conjunction with the Title IV B project. Evaluation information could include a record of growth in the number of students who received individualized instruction prior to and after the initiation of the Title IV B project.

Evaluation of the Achievement of Performance Objectives

A third aspect of evaluation centers on the achievement of performance objectives. These objectives refer to expected changes in the behaviors of students in the school district. Those changes might be in academic, emotional, or physical skills, or even changes in general classroom behavior that are seen as associated in some way with Title IV B projects. For example, to evaluate the achievement of performance objectives in conjunction with Title IV B projects, one might accumulate records kept by teachers, librarians, or supervisors of changes in behavior or academic growth of students which are attributed to some aspect of the Title IV B project.

Those sub-projects which are not organized around the achievement of specific performance objectives will want to concentrate their evaluation efforts on instrumental objectives and the desired properties of library and instructional resources which have been acquired.

The evaluation description should include:

a) presentation of the evaluation procedures that will be implemented;

b) description of the instrument that will be used to collect evaluation information;

c) dates when the evaluation report will be completed;

d) a specification of how the information collected through this evaluation will be used by the district in making future program-related decisions.

Suggestions on how to conduct the above evaluations are presented in A Handbook for Systematic Evaluation of ESEA Title IV B Sub-Projects which is available from the Bureau of School Libraries.

ESEA IV B Proposed Budget

It is important that the chapter on Eligible and Ineligible Expenditures be carefully reviewed prior to completing the Proposed Budget. Applicable definitions and limits are detailed in that chapter.

All dollar amounts should be rounded off to the nearest whole dollar. Budgeted amounts should not exceed total of any lists or schedules provided. Equipment lists may exceed budgeted total. See p. 30.

Code 220 Textbooks. Enter in the space provided, the proposed expenditure for public school pupils. Enter in the space provided, the proposed expenditure for nonpublic school pupils. Provide totals as indicated.

Code 241 Ordering. Ordering costs for textbooks may be charged to the IV B budget. The public agency may, without prior consultation with nonpublic school officials, retain ordering costs from the nonpublic school share for the performance of ordering services.

Enter the amount to be expended for ordering costs for public schools and the amount to be expended for nonpublic schools. Provide the total for ordering costs.

Add the public and nonpublic amount for textbooks and the public and nonpublic amount for ordering. Provide totals.

Code 230 School Library Resources. Enter the total proposed expenditure for all public schools participating in the project for each category of materials in the appropriate space under public schools. Provide the public school total for all categories of material.

Provide the total nonpublic school expenditure request for each material category for all participating nonpublic schools. Provide the nonpublic school total for all categories of material.

Add the total amount spent for each category of material for public school pupils and nonpublic school pupils and provide the totals in the space provided.

Code 241 Ordering. Ordering costs for school library resources may be charged to the IV B budget. Districts may elect to absorb these costs locally thus providing additional funds for the acquisition of school library resources.

The public agency may, without prior consultation with nonpublic school officials, retain ordering costs from the nonpublic school share for the performance of ordering services.

Enter in the spaces provided the amount to be expended for ordering for all public schools and for all nonpublic schools. Provide the total ordering costs for public and nonpublic schools.

Add the total public and nonpublic school expenditures for school library resources and the total public and nonpublic school costs of ordering and provide the total public amount for school library resources and the total nonpublic amount.

Code 240 Instructional Materials. Enter in the space provided the proposed expenditure for instructional materials for public school pupils. Enter in the space provided the proposed expenditure for instructional materials for nonpublic school pupils. Provide total for materials.

Code 241 Ordering. Ordering costs for instructional materials may be charged to the IV B budget. The public agency may, without prior consultation with nonpublic school officials retain ordering costs from the nonpublic school share for ordering services.

Enter the amount to be expended for ordering costs for public schools and the amount to be expended for nonpublic schools. Provide the total for ordering costs.

Add the public and nonpublic amount for instructional materials and the public and nonpublic amount for ordering. Provide totals.

Code 1230 Instructional Equipment. Each item of instructional equipment to be acquired with IV B funds must have prior approval by the State Education Department. A list of all equipment items must be attached to each copy of the application. Review the instructional equipment definition on p. 11.

Schools may elect to submit for prior approval a listing of proposed equipment acquisitions whose aggregate cost is somewhat in excess of the actual Code 1230 expenditure reported on pages A-10 and A-11 of the application. Should unanticipated savings subsequently be realized, districts would, by this means, have on hand additional approved equipment items against which to encumber the unused equipment funds, up to the total reported on pages A-10 and A-11. This procedure precludes the need to submit budget amendments for prior approval of additional equipment items. Lists containing supplemental items should not exceed by more than 25% the total equipment expenditure reported on pages A-10 and A-11. Adhere to the following format in listing equipment items, organizing first by school as indicated.

Public Schools' Expenditures:

School	Instructional Area(s)	Description	Quantity	Unit Cost	Expenditure
Gotham H.S.	Natural Science	Stroboscope	(1)	$ 375.	$ 375.
Lincoln H.S.	Social Studies	Microfilm Reader-Printer	(1)	1825.	1825.
					$ 2200. Subtotal

Nonpublic Schools' Expenditures:

School	Instructional Area(s)	Description	Quantity	Unit Cost	Expenditure
Holy Name	Reading	Study Carrels	(3)	$ 72.	$ 216.
Yeshiva	Mathematics	Electronic Printing Calculator	(1)	150.	150.
					$ 366. Subtotal

$ 2566. Total

Nonpublic school officials should prepare their list of instructional equipment in the same format. In this way, nonpublic school attachments may simply be added to the public school list and attached to the IV B application. Each nonpublic school attachment should be identified with the name of the school. The attachments for each copy of the application must represent both public and nonpublic school expenditures. It is not sufficient to have the nonpublic school attachment included only in the Nonpublic School Expenditure Request.

The total amount for equipment should be entered on the application for public schools and for nonpublic schools. A total of all equipment expenditures, public and nonpublic, is entered in the totals column.

Code 241 Ordering. Ordering costs for instructional equipment may be charged to the IV B budget. The public agency may, without prior consultation with nonpublic school officials, retain ordering costs from nonpublic school share for the performance of ordering services.

Enter the amount budgeted for ordering instructional equipment for public schools. Enter the amount budgeted for ordering for nonpublic schools. Provide the total budgeted amount for ordering. Add the total amount for equipment and the total amount for ordering and provide a total for public schools and a total for nonpublic schools for instructional equipment.

Guidance and Counseling. Expenditures for programs of guidance and counseling require prior approval by the State Education Department.

The basic consultant fee is $100.00 per day. Only under unusual circumstances will a higher fee be approved by the State Education Department. The consultant fee does not include travel.

Travel rates used shall be those which have been formally established by the local school district which hires the consultant. This rate is also applicable to school district personnel traveling under IV B funds. In the absence of a formally established rate, reimbursement shall be at State rates. Travel shall be defined to include transportation, food and lodging.

It is necessary to provide attachments for equipment, salaries, contractual services, and travel. Please adhere to the following formats for attachments for each expenditure category.

1230 Guidance Equipment

Description	Quantity	Unit Cost	Expenditure
Filmstrip Projector	2	$ 85.00	$ 170.00

310 Salaries for Guidance and Counseling

Professional Certified Guidance Personnel

Specific Position Title	Estimated Number Total	FTE	Inclusive Dates	Salary
Director of Guidance	1	1	Sept. 1979-	$ 18,000
Guidance Counselor	1	.5	June 30, 1980	5,000

Nonprofessional Guidance Personnel

Specific Position Title	Estimated Number Total	FTE	Inclusive Dates	Salary
Secretary	1	1	Sept. 1979-	$ 5,200
Aide	1	740 hrs. @$2.75/hr.	June 30, 1980	2,035

320.4 Contracted Services

Purpose	Per Diem Rate (if consultant)	Inclusive Date	Total Amount of Contract
Consultant for Workshops	4 days @$100/day	April 1- May 31, 1980	$ 400.00
Guidance Information System (BOCES)		Feb. 1, 1980 June 30, 1980	1,500.00

320.2 Travel Expenses

Position of Traveler	Destination	Purpose	Expenditure
Guidance Director	Albany, N.Y.	SED-sponsored planning workshop for Guidance Directors (May 1980)	$ 75.00

Nonpublic school officials should provide attachments in the same format. If this is done, nonpublic school attachments may simply be attached to the IV B application. Each nonpublic school attachment should be identified with the name of the school. The attachments for each copy of the application must represent both public and nonpublic school expenditures. It is not sufficient to have the nonpublic school attachment included only in the Nonpublic School Expenditure Request.

Totals for guidance and counseling expenditures should be entered in the spaces provided for public schools and for nonpublic schools.

Attention is directed to Code 241 Ordering. Please review the instructions for charging Ordering Costs under Instructional Materials and Instructional Equipment. Ordering costs may only be charged to materials and equipment.

Provide a total for each category of expenditure, a total of all expenditures for public schools, and a total of all expenditures for nonpublic schools.

Testing. Testing expenditures for travel, contractual services, and equipment must have prior approval from the State Education Department. Therefore, attachments are required. Please refer to the attachment examples provided for Guidance and Counseling for the appropriate format. Enter the proposed expenditure for each expenditure category for public schools and for nonpublic schools. Provide the total for each expenditure category. Provide a total for public schools and a total for nonpublic schools.

Indirect Costs. Information regarding the allowance for indirect costs will be sent to local educational agencies as soon as Federal requirements are clarified.

Project Operational Budget Summary. Provide the totals for each category of expenditure in the spaces provided.

Please note that ordering costs, Code 241, must be picked up from textbooks, school library resources, instructional materials, instructional equipment, guidance materials and equipment, and testing materials and equipment. The total of all ordering costs should be entered.

Contracted services and travel may appear with guidance and/or testing expenditures and should be totaled for the Summary.

Equipment expenditures for instructional equipment, guidance equipment and testing equipment should be totaled and entered in the Summary.

Provide totals for professional salaries, for nonprofessional salaries, for contracted services, for travel, and for "other."

Provide Grand Total for project. This amount may not exceed the ESEA IV B allocation and must be the same as item #7. All amounts should be rounded off to the nearest dollar.

Chief School Administrator's Certification. The original signature of the chief school administrator is required on at least one copy of the application.

The chief school administrator should carefully read the certification statement.

Please type the name and title and the date the application was signed in the spaces provided.

Nonpublic School Expenditure Request. The instructions for completing the Nonpublic School Expenditure Requests are the same as for completing the application except that only individual nonpublic school data is to be provided.

Variations in public agency administration of ESEA IV B benefits for nonpublic school pupils may require modification of instructions for completion of the Nonpublic School Expenditure Request. It is expected that public agencies will provide their own nonpublic schools with appropriate instructions for completing the Nonpublic School Expenditure Request.

All attachments to the Nonpublic School Expenditure Request must be identified with the name of the requesting school.